**Roles for Macquarie University Education Society**

**President**

* Main point of contact for members, including to discuss issues to be discussed at meetings
* Call meetings at regular times: create agenda with secretary, provide main points for discussion
* Chair meetings to plan and discuss upcoming events and gain feedback
* Delegate and assign tasks to fulfil the roles required for events and ensure they are being carried out sufficiently
* Maintaining committee enthusiasm/motivation/inspiration – dedication to the cause!
* Liase with the Secretary, Treasurer, Public Relations Officer, MUSRA, the Campus Experience Office and Education Department
* Organise AGM, provide the society with a brief end of year report on society activities
* Attend all club events and meetings

**Vice President**

* Work closely with and support the President in the running of the society and assume responsibility of any of his or her duties in their absence; offer consistent, hands-on support to the Treasurer, Secretary, Events Officer/s and Communications Officer
* Attend all meetings and events

**Secretary**

* Stay in constant communication with all committee members
* Create meeting agendas with president and bring copies to meetings
* Take meeting minutes, record who is unable to attend, attach onto committee Facebook page and remind members about their delegated tasks (as some people will not read the minutes), keep for records
* Maintain membership spread sheet: when a new member joins ask for their full name, email address, student number, contact number and year of graduation. Record the date that they join.
* Create roster for events
* Maintain committee members availabilities spread sheet by collating university and work timetables
* Check and respond to emails regularly
* Email members about upcoming events
* Other administrative tasks as required by the committee members
* Attend all club events and meetings

**Treasurer**

* Arrange petty cash for events, return petty cash to student group office straight after event
* Prepare budget for events with president and secretary, discuss during committee meeting
* Maintain financial records spread sheet: record any transactions that occur including petty cash and expenditure by group members
* Reconcile any financial reports received from the student group office
* Ensure all members are reimbursed for their expenses related to events
* Report on finances when appropriate including interim reports
* Familiarise yourself with how the student group account can be used
* Keep a ‘Finance File’ detailing all income and expenditure: A Treasurer should, at any one time, be able to explain the society’s financial position. Your Finance File should detail all transactions. It is not sufficient to rely on the society statement alone because it can take up to two weeks for transactions to appear.
* Ensure anyone who makes a claim or pays money in, gives you his or her bank details– keep this in your Finance File.
* Make sure any income is handed in immediately to room 300 (level 3 of C10A building)
* Apply for funding
* Keep accounts up-to-date and clear
* Know exactly what is coming into and going out of all the society’s accounts ALL of the time!
* Attend all club events and meetings

**Public Relations and Inclusion Officer**

* Plan publicity strategies and campaigns
* Deal with enquiries from the public, the press, and related organisations
* Organise promotional events
* Speak publicly at events, interviews, press conferences and presentations
* Promote that you are here to support members throughout the year and ensure everyone gets involved
* Work with other committee members to ensure that their area of work has taken inclusion into consideration e.g. balls, evening meals, walks, AGMs, awareness weeks and socials – and that a range of events are organised
* Ensure you work in complete confidentiality when discussing students who have specific requirements or needs - “a student” or “member of staff”
* Uploading a statement of accessibility and inclusion to all existing and potential members on your website, and include the Inclusion Officer’s contact details. E.g. “This society is committed to ensuring that any student who wishes to get involved can do so. We do not discriminate against any member on the ground of disability....”
* Consider the following:  
  - Students who are not so confident to get involved, especially on their own  
  - Students with disabilities   
  - International Students   
  - Zero Tolerance to Sexual Harassment   
  - Food Requirements   
  - Students of Faith with Specific Requirements   
  - Code of Conduct (Alcohol Use)   
  - Local/Commuter Students (time constraints)   
  - Students with families (time constraints)   
  - Money constraints – make your events as affordable as possible!
* Attend all club events and meetings

**Primary Education Officer**

* Main point of contact for primary education members
* Provide support to primary education students
* Present primary education perspective at committee meetings, including any issues

**Secondary Education Officer**

* Main point of contact for secondary education members
* Provide support to secondary education students
* Present secondary education perspective at committee meetings, including any issues

**Event Coordinator (assistant to help event coordinator with these things)**

* Coordinate social, academic and professional events
* Lead an events sub-committee, and be responsible for fostering amongst members an awareness of the Society’s events (including the design, printing, posting and distribution of posters and flyers, and any other promotional methods such as lecture bashing and chalking)
* Liaising with members to ascertain their precise event requirements (communicate with Inclusivity Officer)
* Producing detailed proposals for events (e.g. timelines, venues, suppliers, legal obligations, rosters and budgets)
* Agreeing to and managing a budget with the Treasurer
* Securing and booking a suitable venue or location
* Ensuring insurance, legal, health and safety obligations are adhered to
* Coordinating venue management, caterers, designers and equipment hire
* Organising facilities for car parking, security, first aid and the media
* Identifying and securing speakers or special guests
* Planning room layouts and the entertainment program, scheduling workshops and demonstrations
* Coordinating team and member requirements and briefings
* Liaising with members and team to promote events
* Liaising with designer to create a brand for the event and organising the production of invitations, tickets and posters
* Coordinating suppliers, handling member queries and troubleshooting on the day of the event to ensure that all runs smoothly
* Overseeing the dismantling and removal of the event and clearing the venue efficiently
* Post-event evaluation (including data entry and producing reports for event stakeholders)
* Attend all meetings and events

**Communications Officer**

* Foster within the Faculty an awareness of the Society, the Society’s aims and the Society’s activities, and work with the Events Coordinators to foster amongst members an awareness of the Society’s events
* Lead a publications sub-committee, and be responsible for producing and distributing the Society’s publications
* Manage the society’s Facebook page and other IT modes of mass-communication
* Seek out and/or liaise with outside parties interested in forming partnerships (promotional, social, academic or otherwise) with the Society
* Attend all meetings and events

**Main Contacts**

* Main point of contact for members undertaking certain degrees
* Provide support to members
* Present perspective of students undertaking particular degrees at committee meetings, including any issues
* Attend all meetings and events

**General Executive Members**

* Attend to the responsibilities and tasks that have been delegated to him or her in their function as an Executive Member
* Attend all meetings and events